



State of Texas
Texas General Land Office
Application for State Land Use Lease – CE /SP

FOR GLO USE ONLY

Working File No.: _____

Lease No.: _____

Staff Initials: _____

A. Owner Information

Name of Applicant(s) _____

Mailing Address _____

Telephone: Home (____) _____ Work (____) _____

Cell Phone (____) _____ Fax (____) _____

E-mail Address _____

B. Authorized Agent Information (if applicable)

Name of Authorized Agent _____

Mailing Address _____

Telephone: Home (____) _____ Work (____) _____

Cell Phone (____) _____ Fax (____) _____

E-mail Address _____

C. Type(s) of structure(s):

1. ☐ Existing OR ☐ Proposed

2. Corps of Engineers Permit No. & Date (If Known) _____

D. Location(s) of Structure(s):

County _____ Water Body _____

Legal Description _____

Street Address (Include City, State, Zip) _____

Name(s) of previous owner(s) _____

Name(s) & address(es) of landowners adjacent to the property (indicate direction from project area)

I represent and warrant that the applicant named above owns the property adjoining the coastal public land and structure described above. All information contained in this application is true and correct.

Signature of Applicant/Agent

Signature of Applicant/Agent

Date of Signature

Date of Signature

INCLUDE PROOF OF OWNERSHIP TO THE ADJACENT LITTORAL PROPERTY SUCH AS A COPY OF THE WARRANTY DEED OR CURRENT TAX STATEMENT, A DRAWING OF THE PROJECT SHOWING THE DIMENSIONS, AND A VICINITY MAP SHOWING THE LOCATION OF STRUCTURE(S) ON STATE-OWNED LAND.

Texas General Land Office **Residential Structures Application Packet**

The following packet contains information on structure rental fees and construction guidelines for residential Coastal Easements (CE) and Structure Registrations (SP). This information is provided to assist you in the application preparation and should be reviewed thoroughly prior to submitting the application.

RESIDENTIAL CATEGORY I FEE SCHEDULE
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Residential Category I – One single-family residential structure per defined lot or parcel of land; both land and improvements are typically under the same ownership.

I. STRUCTURE REGISTRATIONS

Structure registration fee is required for private piers or docks that are 115 feet long or less and 25 feet wide or less, one watercraft storage facility, one additional personal watercraft slip, and require no dredging or filling. Though School Land Board approval is not required for construction, the applicant must register the location of the structure.

Filing Fee \$25.00 (*One-time*)
Annual Fee ... No charge

II. COASTAL EASEMENTS

Contract Filing Fees

New, Renewal, Revised \$25.00 (*Applications to alter structures related to an existing easement may be issued as a new easement.*)

Assignments \$50.00 (*each assignment to be completed before or at the closing date*)

Structure Rental Fees

A. Piers, Docks, & Watercraft Storage Facilities

Filing Fee \$25.00 (*new and renewal*)
Annual Fee \$0.03 per square foot (*\$25.00 minimum*)
Annual Fee \$250 each (*for more than one Boatlift, Boathouse, or Oversized Personal Watercraft*)
Term .. 5 years

B. Breakwaters, Jetties, and Groins

Filing Fee \$25.00 (*new and renewal*)
Annual Fee \$0.20 per square foot (*\$25.00 minimum*)
Term .. 5 years

C. Concrete Stairs and Concrete Slabs

Filing Fee \$25.00 (*new and renewal*)
Annual Fee \$0.03 per square foot (*\$25.00 minimum*)
Term .. 5 years

Structure Rental Fees (cont'd)

D. **Fill Area** (*LSLS survey may be required*)

Filing Fee \$50.00 *(new and renewal)*

Annual Fee \$0.10 per square foot or fill formula, whichever is greater (\$25.00 minimum). For example, if unimproved value of property exceeds \$1.17 per square foot, fill formula will be applied; otherwise, square footage fee will be assessed. Fill formula is based on the most recent appraised property value of the unimproved land during the application process. Therefore, it is subject to change during the renewal application process of the easement.

Term Negotiable *(typically 5 years)*

E. **Dredged Area**

Filing Fee \$50.00 *(new and renewal)*

Annual Fee (1) \$0.03 per square foot *(\$25.00 minimum for first year fee for a new or previously unpermitted dredged area)*
(2) \$0.005 per square foot *(\$25.00 minimum fee for maintaining a dredged area after first year of easement)*

Term 10 years *(contract must be maintained for the life of the project; otherwise, it will be considered an unauthorized structure on state owned land.)*

F. **Shoreline Stabilization Projects** (*LSLS survey may be required*)

Projects using vegetative plantings or approved riprap material *(All activities authorized by Texas Natural Resources Code, Section 33.136):*

Filing Fee \$25.00 *(one-time)*

Annual Fee None

Term If associated with any other structure (A-E), then based on the associated term; otherwise 10 years

Senior Rate Freeze

At renewal, owners that are 65 years or older are eligible for a rate freeze on Structure Rental Fees. Inquire with the appropriate coastal field office regarding the senior rate freeze.

YOU DO NOT NEED TO SEND ANY MONEY AT THIS TIME.
ALL FILING FEES ARE NON-REFUNDABLE.

PREPARATION OF MAPS, PLATS, AND PROJECT PLANS

Applications must be prepared according to the following requirements for maps, plats and project plans. Any deviation from the preparation requirements listed below may delay the application or deem it to be incomplete.

I. FORMATTING REQUIREMENTS

Two copies of the following information should be submitted with all new applications. Each map or plat should be prepared to the following specifications:

- A. Maps and plats should be at least 8½" X 11".
- B. A 1-inch margin should be left at the top edge of each sheet for binding purposes.
- C. Since drawings may be reproduced photographically, color shading cannot be used.
- D. Drawings may show work as dot shading, hatching, cross-hatching, or similar graphic symbols.
- E. Each map drawing or plat should have a simple title to identify the project or work and must include the name of the applicant.
- F. The scale for all project plan maps must be indicated.

II. PLAT OF SURVEY MAPS

Upon receipt of the application, the General Land Office may require plat of survey maps showing the location of the proposed work on state-owned lands. Plat of survey maps must be prepared as directed by the General Land Office if required.

III. VICINITY MAPS

A map showing the location of the proposed work is required. The map may be drawn on a separate sheet, or may be drawn as an inset map on a corner of the street showing the details of the project or work. The map should show pertinent access roads (by name and number) and geographical features and the site should be shown by an arrow so that the project site can be located by field representatives. The vicinity map must have a meridian arrow showing North. Examples of acceptable maps include U.S.G. & G.S. Navigational Charts, U.S.G.S. Quadrangle Maps, or State Highway Maps.

IV. PROJECT MAPS

Top view and cross-sectional drawings and descriptions of all existing and proposed structures on state-owned lands are required. The dimensions of all structures on state-owned lands and registration, easement, or lease numbers for existing structures issued by the General Land Office must be shown on all drawings.

Top view drawings must also include:

- A. The shoreline
- B. The ebb and flow in tidal waters and direction of flow in rivers
- C. A meridian arrow showing North
- D. The location of property lines (if applicable)
- E. The location of any marshes, submerged grass flats or oyster reefs in the project area

PROJECT MAPS (cont'd)

Cross-section drawings must also include:

- A. The bottom profile of state-owned lands
- B. The mean high water and mean low water line (if applicable)

Typical Structures:

- A. Pier
- B. Dredged area
- C. Watercraft storage facility
- D. Bulkhead

CONSTRUCTION GUIDELINES FOR RESIDENTIAL STRUCTURES

(The following Guidelines do not apply to Clear Lake in Harris and Galveston County, Texas)

These guidelines apply to construction of residential (single-family use) noncommercial structures, including normal appurtenances such as fish cleaning tables, watercraft storage facilities, stairways, and finger piers, etc. These guidelines will also apply to nonconforming structures upon rebuilding or replacement.

I. NOTICE REQUIREMENTS

Contact Field Office

The property owner who desires to construct, rebuild, or replace structures on state land should contact the Texas General Land Office Field Office (GLO) nearest their project site.

Upper Coast:

Texas General Land Office
11811 North D Street
La Porte, TX 77571-9135
(281) 470-1191

Lower Coast:

Texas General Land Office
Texas A&M University
6300 Ocean Drive, Unit 5848
Corpus Christi, TX 78412-5848
(361) 825-3030

Prepare and Submit Plans

Based upon guidance provided by the Field Office the applicant must prepare and submit plans for the structure(s) to the GLO. The plan must include:

- A. Drawing of all existing or proposed structures at the property which extend onto State land such as rip-rap, groins, etc., in accordance with *Preparation of Maps, Plats, and Project Plans* section of this packet.
- B. Dimensions of all structures
- C. Approximate line of high tide
- D. Any other information requested verbally by the Field Office or in written instructions which they may provide.

Field Office Response

GLO staff will review the application materials and approve or deny – in writing – the request for use of state-owned land. **No work may be performed on State-owned land until the applicant receives written authorization from the General Land Office. Unauthorized work on State-owned land may subject the responsible party to fines and penalties (Texas Natural Resources Code Chapters 33 and 51).**

II. CONSTRUCTION GUIDELINES

Structures will be designed and constructed to avoid locating them over existing marshes, oyster reefs, or seagrass vegetation to the greatest extent possible. If avoidance is not possible, the structures will be constructed in a manner to minimally impact vegetation and reef habitat. Mitigation and/or compensation may be required for impacts to natural resources.

Additional boatlifts, boathouses, and oversized personal watercraft slips will require additional rent and may be subject to approval by the School Land Board.

General Requirements:

- A. Pier walkways may not exceed 4 feet in width.
- B. No pier may extend from a point on the shore, which is closer than 10 feet from the adjacent littoral owner's property line.
- C. Piers shall be designed to extend from shore following a line projected perpendicular to the line of the shore.
- D. Only one pier with normal appurtenances will be allowed to extend from any given parcel of littoral property.
- E. No boathouses or other watercraft storage facilities may be constructed in waters less than 3 feet MHW. Water depth at the end of boat ramps shall be sufficient to prevent the propwashing of sediment. Otherwise, dredging will be required.
- F. In vegetated areas, only one 4 foot by 8 foot appurtenance over the water, such as a fish cleaning table, can be constructed. No multiple access walkways, boathouses, or boat slips may be approved in vegetated areas.
- G. All piers are to be pile supported and may have terminal structures (T-Head) no more than 8 feet in width and 20 feet in length over vegetated areas or no more than 10 feet in width and 30 feet in length over non-vegetated areas. Size (both length and width), height above vegetation, and location of piers and appurtenances may be adjusted by the Texas General Land Office to minimize adverse impacts to state resources and land.
- H. Boathouses, boatlifts and other watercraft storage facilities will be limited to a maximum of 16 feet in width including accessory walkways; double boathouses or boat slips, not to exceed 32 feet in width including accessory walkways, will be considered on a case-by-case basis. Additional fees may apply for multiple watercraft storage facilities extending from any given parcel of littoral property.
- I. Boathouses or covered boatlifts may not include a partially or fully covered or enclosed second story unless it existed prior to September 1, 2008.
- J. Non-water dependent objects may not be permanently located on piers or sundecks.